

## **3302 - COMMUNITY DEVELOPMENT COORDINATOR**

### **NATURE OF WORK**

This is responsible professional work involving the planning, coordinating, and supervising the financial implementation of federal CDBG, ESG and HOME Program, State SHIP and C&FS Programs, the CMB/Housing Authority Benefit fund and numerous City funds that the department is responsible for implementing and overseeing; insure that estimated revenues and program incomes are realized; prepare and coordinate the department's annual budget for all the divisions; control the budgetary process to assure fund availability and appropriateness of expenditures; coordinate weekly federal draws; prepare Quarterly Cash Transaction Report for HUD; departmental liaison with OMB, Finance, Purchasing, and Computers and Communications; assists in resolving issues and concerns raised by citizens; coordinates effective delivery of a complete range of services at the neighborhood level; establishes cooperative relationship with various community groups.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Reviews, codes, approves weekly draws (payments with federal funds), ordering or payments within the Department

Reviews, verifies, deposits, posts all departmental revenues (CMB, federal and state).

Develops financial procedures and controls for each fund, including journal entries and fund transfers.

Posts weekly draws and prepares the Quarterly Cash Transaction Report for U.S. HUD.

Supervises daily financial activities within the Department.

Reviews and analyzes financial procedures in coordination OMB and the Department of Finance.

Sets up accounting codes and departmental S.O.s and P.O.s; works with external auditors.

Prepares departmental annual budget.

Prepares financial data for end of year federal and state reports.

Coordinates delivery of services at the neighborhood level.

Establishes cooperative relationships with community groups and organizations; identifies quality of life issues in the neighborhoods.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of accounting principles, practices, and procedures and their application to grants management systems.

Knowledge of the laws, rules, regulations, procedures and policies governing the administration of federal CDBG, ESW and HOME Programs, and state SHIP Program.

Knowledge of the principles of general management, public and business administration and their application to governmental administration.

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Knowledge of Federal, State, and City laws, rules and regulations relating to financial records of departments or agencies funded by grants.

Knowledge of City government organization and operations.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to analyze grant expenditures in relation to grant budgets and furnish detailed information to management and supervisory personnel.

Ability to prepare or supervise the preparation of various grant related accounting, budget and/or other required reports, accurately and in a timely manner.

Ability to establish and maintain effective working relationships with officials of community organizations and other agencies.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree with major course work in Accounting or Business Administration, Economics, Economic Development, Planning, Development or other areas of desired specialization. Experience may substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

### **SUPERVISION RECEIVED**

Work is performed under general supervision and with wide latitude for the exercise of independent judgment. General and specific assignments are supervised by the Assistant Director of the Department.

### **SUPERVISION EXERCISED**

Usually none.

Rev. 11/98